

CONTRACT REQUEST FORM (CRF)

CEC-94 (Revised 11/10)

CALIFORNIA ENERGY COMMISSION



☒ New Contract 600-10-009 ☐ Amendment to Existing Contract: - - Amendment Number:

Division	Contract Manager:	MS-	Phone	CM Training Date
600 Fuels and Transportation Division	Kirk Switzer	44	916-651-2939	9/29/09

Contractor's Legal Name	Federal ID Number
Gladstein, Neandross & Associates, LLC	95-4749713

Title of Project
Alternative Clean Transportation (ACT) Expo 2011 Conference Co-sponsorship

Term	Start Date	End Date	Amount
New/Original Contract	4 / 21 / 11	7 / 31 / 11	\$ 50,000

Line up the Amendment information as best as possible in the following boxes

Amendment #	End Date (mm/dd/yy)	Amount

Business Meeting Information

Proposed Business Meeting Date	4/20/11	<input type="checkbox"/> Consent	<input checked="" type="checkbox"/> Discussion
Business Meeting Presenter	Aleecia Macias	Time Needed:	5 minutes

Agenda Item Subject and Description

Possible approval of a contract with Gladstein, Neandross & Associates, LLC in the amount of \$50,000.00 for a co-sponsorship of the Alternative Clean Transportation (ACT) Expo 2011 conference to be held in Long Beach, CA on May 4-6, 2011.

Business Meeting approval is not required for the following types of contracts: *Executive Director's signature is required in all cases.*

- ☐ Contracts less than \$10k (*Policy Committee's signature is also required*)
- ☐ Amendment for a no-cost time extension. Must be first extension, less than one year and original contract less than \$100k.
- ☐ Contracts less than \$25k for Expert Witness in Energy Facility licensing cases and amendments.

Purpose of Contract or Purpose of Amendment, if applicable

The purpose of this contract is to provide co-sponsorship of the inaugural Alternative Clean Transportation (ACT) Expo 2011 National Conference to be held in Long Beach, California, on May 4-6, 2011. This national conference, to be primarily based in California in future years, will serve as the premier national alternative fuels and advanced vehicle technology conference. It will highlight progress in alternative and renewable fuels and advanced vehicle technologies by showcasing the projects, awardees and stakeholders of the Energy Commission's AB 118 Program, as well as the California Air Resources Board's AB 118 Air Quality Improvement Program. In addition, the conference program and exhibits will emphasize public and private fleet participation and consumer education and outreach, both being key target audiences for the AB 118 Program. Co-sponsorship of the conference will include five complementary registrations for Energy Commission staff which will provide learning and information-exchange opportunities in developing alternative fuels and advanced vehicle technologies.

California Environmental Quality Act (CEQA) Compliance

- Is Contract considered a "Project" under CEQA?

☐ Yes: skip to question 2 ☒ No: complete the following (PRC 21065 and 14 CCR 15378):

Explain why contract is not considered a "Project":

Contract will not cause direct physical change in the environment or a reasonably foreseeable indirect physical change in the environment because the contract is to provide co-sponsorship funding for a national conference.
- If contract is considered a "Project" under CEQA:

☐ a) Contract **IS** exempt. (Draft NOE required)

☐ Statutory Exemption. List PRC and/or CCR section number: _____

☐ Categorical Exemption. List CCR section number: _____

☐ Common Sense Exemption. 14 CCR 15061 (b) (3)

Explain reason why contract is exempt under the above section:

☐ b) Contract **IS NOT** exempt. The Contract Manager needs to consult with the Energy Commission attorney assigned to their division and the Siting Office regarding a possible Initial Study.

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**Budgets Information**

Contract Amount Funded		Breakdown by FY			Funding Sources			
Funding Source	Amount	FY	Amount	Approved ?	Funding Source	FY	Budget List No.	Amount
ARFVTF	\$50,000	2010-11	\$50,000	Yes	ARFVTF	2010-11	600.118	\$50,000
ECAA	\$		\$	No	Funding Source			\$
State- ERPA	\$		\$	No	Funding Source			\$
Federal	\$		\$	No	Funding Source			\$
PIER - E	\$		\$	No	Funding Source			\$
PIER - NG	\$		\$	No	Funding Source			\$
Reimbursement	\$		\$	No	Funding Source			\$
Other	\$		\$	No	Funding Source			\$
TOTAL: \$50,000		TOTAL:	\$50,000		TOTAL: \$50,000			
Reimbursement Contract #:					Federal Agreement #:			

Contractor's Administrator/ Officer		Contractor's Project Manager	
Name:	Erik Neandross	Name:	Anne Hellwig
Address:	Gladstein, Neandross & Associates, LLC 3015 Main Street, Suite 300	Address:	Gladstein, Neandross & Associates, LLC 3015 Main Street, Suite 300
City, State, Zip:	Santa Monica, CA 90405-6401	City, State, Zip:	Santa Monica, CA 90405-6401
Phone/ Fax:	(310) 573-8553/(310) 314-9196	Phone/ Fax:	(310) 573-8558/(310) 396-3696
E-Mail:	erik@gladstein.org	E-Mail:	anne@gladstein.org

Contractor Is

- ☒ Private Company (including non-profits)
☐ CA State Agency (including UC and CSU)
☐ Government Entity (i.e. city, county, federal government, air/water/school district, joint power authorities, university from another state)

Selection Process Used

- ☐ Solicitation Select Solicitation Type Solicitation #: - -
☐ Non Competitive Bid (Attach CEC 96)
☒ Exempt Co-Sponsorship

Civil Service Considerations

- ☒ Not Applicable (Contract is with a CA State Entity or a membership/co-sponsorship)
☐ Public Resources Code 25620, et seq., authorizes the Commission to contract for the subject work. (PIER)
☐ The Services Contracted:
 ☐ are not available within civil service
 ☐ cannot be performed satisfactorily by civil service employees
 ☐ are of such a highly specialized or technical nature that the expert knowledge, expertise, and ability are not available through the civil service system.
☐ The Services are of such an:
 ☐ urgent
 ☐ temporary, or
 ☐ occasional nature
 that the delay to implement under civil service would frustrate their very purpose.

Justification:

Non-PIER or Service Contract

Payment Method

- ☒ A. Reimbursement in arrears based on:
 ☐ Itemized Monthly ☐ Itemized Quarterly ☐ Flat Rate ☒ One-time
☐ B. Advanced Payment
☐ C. Other, explain:

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**Retention**

1. Is contract subject to retention? ☒ No ☐ Yes
 If Yes, Do you plan to release retention prior to contract termination? ☐ No ☐ Yes

Justification of Rates

Co-sponsorship

Disabled Veteran Business Enterprise Program (DVBE)

1. ☒ Not Applicable
 2. ☐ Meets DVBE Requirements DVBE Amount:\$ _____ DVBE %: _____
 ☐ Contractor is Certified DVBE
 ☐ Contractor is Subcontracting with a DVBE: _____
 3. ☐ Requesting DVBE Exemption (attach CEC 95)

Is Contractor a certified Small Business (SB), Micro Business (MB) or DVBE?

- ☐ No ☒ Yes
 If yes, check appropriate box: ☒ SB ☒ MB ☐ DVBE

Is Contractor subcontracting any services?

- ☒ No ☐ Yes
 If yes, give company name and identify if they are a Small Business (SB), Micro Business (MB) and/or DVBE:
 _____ ☐ No ☐ SB ☐ MB ☐ DVBE
 _____ ☐ No ☐ SB ☐ MB ☐ DVBE
 _____ ☐ No ☐ SB ☐ MB ☐ DVBE

Miscellaneous Contract Information

1. Will there be Work Authorizations? ☒ No ☐ Yes
 2. Will there be IT expenditures? ☒ No ☐ Yes
 3. Is the Contractor providing confidential information? ☒ No ☐ Yes
 4. Is the contractor going to purchase equipment? ☒ No ☐ Yes
 5. Check frequency of progress reports
 ☐ Monthly ☐ Quarterly ☒ None
 6. Will a final report be required? ☐ No ☒ Yes
 7. Is the contract, with amendments, longer than a year? If yes, why? ☒ No ☐ Yes

The following items should be attached to this CRF

1. Scope of Work, Attach as Exhibit A. ☐ N/A ☒ Attached
 2. Budget Detail, Attach as Exhibit B. ☒ N/A ☐ Attached
 3. CEC 96, NCB Request ☒ N/A ☐ Attached
 4. CEC 30, Survey of Prior Work ☒ N/A ☐ Attached
 5. CEC 95, DVBE Exemption Request ☐ N/A ☒ Attached
 6. Draft CEQA Notice of Exemption (NOE) ☒ N/A ☐ Attached
 7. Resumes ☒ N/A ☐ Attached

Contract Manager_____
Date_____
Office Manager_____
Date_____
Deputy Director_____
Date

The following signatures are only required when contract approval is delegated to the Executive Office and not approved at a Business Meeting.
 See Business Meeting Information Section.

Presiding Policy Committee_____
Date_____
Associate Policy Committee_____
Date_____
Executive Director_____
Date